

July 30, 2015

Ms. Rachelle Sherris-Watt
Kensington Community Center Building
59 Arlington Ave.
Kensington, CA 95817

Job 21540
File No.: 1.0

**RE: Accessibility Survey and Report for the Site and Building Facility located 59
Arlington Ave. Kensington, CA.**

Dear Ms. Rachelle Sherris-Watt:

Gilda Puente-Peters Architects (GPPA) 024 is pleased to submit a scope of work and fee proposal to conduct an accessibility survey and prepare a survey report for the requested scope of work for the facility located at 59 Arlington Ave. Kensington, California.

General:

The accessibility survey report will provide an assessment that evaluate the level of compliance with the Federal 2010 Standards - Americans with Disabilities Act Accessibility Standards (ADAS) and the State 2013 California Building Code (CBC Title 24). The most stringent regulations must be complied with.

Kensington Community Center was built in 1988. The total area of the building is 4,430 sq. ft. The restroom and kitchen were renovated to be accessible at a later date.

Scope of Work and Fee Proposal:

A. Accessibility Survey Report includes:

1. GPPA will prepare a report listing the deficiencies found in the areas of the building included in the scope of work, indicating the Federal and State code references and possible solutions.
2. The report will include photographs of some of the significant issues, as well as reference drawings that indicate the location of the items listed in the report.

Scope of Work and Fee Proposal

Accessibility Survey and Report

59 Arlington Ave. Kensington, CA

3. The survey inspection and report will include the accessible parking in front of the grassy circle, all site walks, and the Kensington Community Center building. (The Youth Hut).
4. In the report we will provide budgetary cost estimates for each accessibility deficiency found.
5. For the parking and restrooms GPPA will analyze the feasibility of making the improvements using preliminary sketches if needed to be able to provide a budgetary cost and probable solution.
6. The survey and report will not include the amphitheater behind the building as well as the lower parking adjacent to the Arlington Ave. which is not owned by the Community Center.
7. A phone call to clarify any questions regarding the report. No follow-up meeting to review the report findings.
8. The services will include the preparation of a CASp report and to provide a CASp Inspected certificate.

Additional Services:

Other accessibility services not included in this proposal can be provided upon request, on a time and materials basis, billed at the hourly rate of \$200.00 per hour:

- Meeting(s) to review the report findings. After the phone meeting.
- Presentation to the building committee.
- Additional inspections if needed.
- Accessibility plan review services.
- Technical assistance during the implementation of access barrier removal.
- Punch list inspections (after the barrier removal has been done) and report, accessibility consultations and clarifications during the design and construction phases.
- Follow-up inspection as needed to verify that the punch list items have been mitigated.
- Phone consultations during the Construction Administration phase.

Scope of Work and Fee Proposal

Accessibility Survey and Report

59 Arlington Ave. Kensington, CA

Deliverables: Accessibility Survey and Report

- A digital PDF file of the survey report.

Client Responsibilities:

Property owner will be responsible for the following:

1. Schedule and coordinate access to the facility to conduct the accessibility survey.
2. Provide diagrammatic drawings of the building plans to use as reference drawings in the report.

Fee Proposal:

The fee to prepare the conduct the field survey and prepare the accessibility survey report is a lump sum of will be **\$3,850.00** including any reimbursable expenses.

Hourly Billing Rates:

The following rates are effective as of January 1, 2015. Gilda Puente-Peters reserves the right to adjust these hourly rates. These rates will be used for any requested additional services.

Principal/Certified Access Specialist	\$200.00
Access Specialist/Surveyor	\$150.00

Payment:

GPPA will invoice for work performed upon completion and submission of the report.

Please let us know if this proposal meets with your approval. Please return a **signed copy to us**, which will be considered to be a notice to proceed to schedule the work.

Should you have any questions regarding the enclosed information, please don't hesitate to contact Gilda Puente-Peters at 510-526-6226.

Scope of Work and Fee Proposal

Accessibility Survey and Report

59 Arlington Ave. Kensington, CA

Sincerely,



Gilda Puente-Peters | Principal | Architect

GILDA PUENTE - PETERS ARCHITECTS

Certified Access Specialists CASp 024

The undersigned agrees to the above contract terms and fee structure.

Signature:

By _____

Client Representative Name

Date:

Ms. Rachelle Sherris-Watt
Kensington Community Center building
59 Arlington Ave,
Kensington, CA 94708

Cc: GPPA / Marketing / Job No. 21540/ 59 Arlington Ave. Kensington, CA 94708